

SEPARATE SUB OR MISSED PROPERTY ROLL ABSTRACT CHECKLIST

This checklist will produce year-end values for the subsequent or missed property assessment cycle and the beginning values for the sub or missed property roll tax drive.

Run all reports only on property types used for the subsequent (or missed property) roll. If you are unsure what your "tax drive limits" should be, run PMB189 to determine the property types needed.

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| PMB025 | 1. | Edit Homeowner And Casualty Loss Data
Clean up any problems on this report before continuing with this checklist. |
| PMB030 | 2. | Edit Urban Renewal
Clean up any subsequent or missed property parcels that appear on this report before continuing. |
| | 3. | Preparation For Abstract Balancing |
| | A. | These reports will be used to balance PMB024 in step 5:
PMB002
PMB012 |
| | B. | Optional Reports For Balancing
PMB003
PMB023 |
| PMB006 | 4. | Run this program in detail using "tax drive limits" and balance to PMB024 in step 5. Provide a copy of this report to your treasurer for balancing during the sub or missed roll tax drive. |
| PMB024 | 5. | Execute The Abstract Program (Office copy) |
- NOTE: This abstract does not need to be sent to the State Tax Commission. A combined abstract for Subsequent and Missed Property Rolls will be sent to the State Tax Commission on or before the first Monday of March.